

STATE OF CALIFORNIA



An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation...

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR ASSISTANT SECRETARY OF RESEARCH OFFICE OF RESEARCH SACRAMENTO, CALIFORNIA

**MONTHLY SALARY:
NEGOTIABLE**

Will consider intergovernmental contracts

FINAL FILING DATE:

April 21, 2006

On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to www.lhc.ca.gov/lhc.html and refer to the section entitled Governor's Reorganization Plans.

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

The Assistant Secretary, Office of Research, organizes, directs, and oversees the research activities of the California Department of Corrections and Rehabilitation. Under the administrative direction of the Undersecretary, the Assistant Secretary provides policy guidance and leadership for the Department's

research program and establishes, interprets, and implements research projects that assess the effectiveness of correctional programs and initiatives. The Assistant Secretary is responsible for setting the departmental research priorities; identifying and recommending programmatic changes within the Department as a result of research outcomes and findings; and collaborating with adult criminal and juvenile justice researchers, practitioners, departmental administrators, and policymakers on research innovations, designs, and outcomes.

Duties include but are not limited to:

- ❖ Establish and maintain an executive level research focus by developing guidelines and a criminal justice, corrections, and rehabilitative research agenda that supports the Department's strategic plan and addresses its operational needs.
- ❖ Perform an ongoing assessment that oversees research projects conducted by departmental staff or that involve its inmates or youthful offenders.
- ❖ Identify programs or areas that require research or evaluative components; develop strategies to pursue research funding from state, federal, and private entities; and recommend programmatic or operational changes within the Department as a result of research outcomes and findings.
- ❖ Serve as the Department's representative on matters involving criminal justice research and evaluation. Collaborate with local, state, and federal agencies, academic, private research organizations, and practitioners on significant research projects that impact the operations of state or federal criminal justice agencies. Work with these entities to determine how research and evaluation initiatives can become more meaningful for criminal justice policy and practice.
- ❖ Meet with legislators and other policymakers regarding research studies that may have a significant impact on California's correctional and rehabilitative programs and operations.
- ❖ Manage the Department's research staff and coordinate the equipment, training, information technology, and other support they need conduct their research.
- ❖ Serve as a member of the Department's executive team and participate in the development, implementation and evaluation of the Department's strategic and operational plans, emphasizing the evidence-based priorities and goals of the Department.
- ❖ Review research publications and literature which study different correctional models and approaches to determine their applicability within California's correctional settings and which promote opportunities to implement new programming based on evidence based practices.
- ❖ Serve as executive liaison to national and state level research organizations to showcase California's criminal justice programs that have proven effective through research based studies and that can be replicated in other states.

MINIMUM QUALIFICATIONS

- ❖ Ph.D. in the social sciences
- ❖ Experience managing research staff
- ❖ Knowledge of adult and youthful offender behavior
- ❖ Knowledge of research methods and data used in criminological or correctional research
- ❖ Knowledge of “evidence-based” correctional practices

ADDITIONAL QUALIFICATIONS

The candidate must have a thorough knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections. The candidate must be able to communicate ideas logically and clearly, both orally and in writing, and must be a leader and motivator, using tact and persuasiveness in achieving results. He or she must be able to analyze complex program issues or problems and develop recommendations to resolve the issues. Specific skills, abilities and characteristics include:

- ❖ Experience in personnel management and leadership which demonstrates the ability to plan organize and direct multidisciplinary staff and knowledge of appropriate techniques in the areas of establishing partnerships, selection, training, motivating staff, recognition, and progressive discipline; and a manager’s role in contributing to and achieving an equal employment opportunity workplace.
- ❖ Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters, and maintain confidentiality.
- ❖ Knowledge of federal, state, and local laws and regulations relating to corrections and research on correctional populations; the ability to develop and lead initiatives that advance the organization towards its mission; manage transitions in the workplace with minimal disruption; and manage budgets and work with and communicate financial information.
- ❖ Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of correctional programs, initiatives, and strategies.
- ❖ Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, institutional and program staff, external stakeholders, professional groups, and external researchers.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- ❖ Retirement contributions into the California Public Employees’ Retirement System
- ❖ Vacation and sick or annual leave
- ❖ Medical, dental and vision insurance
- ❖ Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- ❖ 13 holidays plus one personal day per year
- ❖ Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, sale of residence, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration. Qualifying criteria will be provided to all who are selected for interviews in their interview notice.

THE DEPARTMENT

The Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications and resumes following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Assistant Secretary, Office of Research is an "Exempt" position, therefore appointment to this position and salary are subject to Executive Approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office, and submit a copy of the application along with a resume of qualifications and experience, and three professional references (names and telephone numbers) to Xina Bolden, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Suite 108N Sacramento, California 95814 **by April 21, 2006**. For further information regarding this position, please contact Xina Bolden at (916) 327- 8028 or xina.bolden@cdcr.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.governor.ca.gov or <http://appointments.ca.gov/en/form/index.php>